

# COMPANY LETTERHEAD

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Date:.....

## (SPECIMEN) DEMAND LETTER

To  
M/s. Hope International (P) Ltd.  
License No. 857/066/067  
P.O. Box: 8536  
Kathmandu, Nepal

Dear Sir,

With reference to our Power of Attorney executed by us in your favor, we hereby request you to recruit on our behalf the under mentioned categories of personal under the following terms and conditions:

S. No.	Category	Nos.	Salary DHS.
1.			
2.			

### TERMS & CONDITIONS:

1. **Period of contract** : 2 years (Renewal)
2. **Working hours/ days** : 8 hours per day and 6 days a week
3. **Accommodation** : Provided by the company
4. **Transportation** : Provided by the company
5. **Food** : Food allowance
6. **Medical benefit, Insurance & Leave Benefit** : As per U.A.E. Labour Law
7. **Air ticket** : Every 24 months
8. **All other conditions (if any)** : As per U.A.E. Labour Law

Thanking you

Yours Truly,

\_\_\_\_\_  
Attested in the country of employment with signature and seal

**Note (A):** (This letter must be attested by the Chamber of Commerce of the employer country)

**Note (B):** The Demand Letter must be attested thru our Nepal Embassy of host country.